



# NOVEMBER 2013

(RECORDS MANAGEMENT MONTH)



**UPDATED: OCT 2013**

Promotion Boards will be here before we know it. With that said, all Chaplains should begin reviewing and updating their records now. The two primary sources of information that all Statutory Selection Boards review are your Official Military Personnel File (OMPF) and your Officer Summary Record/Performance Summary Report (OSR/PSR). These collectively make up your official “record” and are the repository for a variety of documents. Your record is available online or by mail on a CD-R. To review your record online (or request a CD-R), login to BUPERS Online at <https://www.bol.navy.mil> and click on the “Official Military Personnel File (OMPF) – My Record” link. When reviewing your record, you should ensure that it contains all of the following at a minimum:

- (1) All FITREPs you have received in your career
- (2) All personal awards/decorations (NAMs, NCMs, MSMs, etc.)
- (3) All qualifications and subspecialty codes
- (4) Basic/ Intermediate/Advanced Leadership Course
- (5) All academic transcripts
- (6) A color photograph taken within three months of promotion to the current rank

The OSR and PSR provide information about an officer’s military service. The OSR is a single page document that provides a brief record of your service (e.g. your formal education, which includes any sub-specialties (“P” & “S” Codes), personal awards, service schools attended, and special qualifications (AQD’s, FMF, JPME’s, etc). The PSR provides a snapshot of your FITREPs to include the title of your unit and billet, your performance trait average, your reporting senior’s name and rank and his/her cumulative trait average for comparison against your performance trait average. We recommend you review both your OSR and PSR to ensure there are no errors and no gaps in FITREP continuity. As with the other documents in your record, you can view and print your OSR/PSR on BUPERS Online by clicking on the “ODC, OSR, PSR, ESR” link in the middle of the page.

## **Some common issues we have observed with officer records are:**

### **A. Missing FITREPs.**

You should have FITREPs that reflect complete continuity throughout your career, with no gaps or overlaps between regular reports. To check your FITREP continuity go to BUPERS Online, click the “FITREP/Eval Reports” link in the middle of the page, and then click the “Performance Evaluation Continuity” link in the top center of the page. You will then see a chart which lists all of your reports and identifies any errors and/or missing periods. NPC generally considers a gap greater than 90 days to be significant, but it is advisable to review the entire record for any gaps or overlaps. You can correct administrative errors yourself by following the procedures in the FITREP instruction (BUPERSINST 1610.10).

If you are missing a FITREP on your PSR and/or OMPF or have an error on your PSR/OMPF regarding a FITREP, or have any question about FITREPs, contact PERS-32 customer service at (901) 874-4881/4882/3313 (DSN 882). Sending duplicate reports compounds the processing problem, so it is best to call and check on the report first. If a FITREP is missing from your record, you may have to send a copy signed by the member and the reporting senior to: Navy Personnel Command (PERS-32), 5720 Integrity Drive, Millington, TN 38055-3110. Of note: requests for administrative changes to FITREPs that have already been submitted can be requested by letter to PERS-32 (address above); members can request corrections of obvious errors to blocks 1-19 and blocks 21 to 27 by submitting a letter requesting the corrections to PERS-32. Changes to other blocks on the FITREP must be requested by the reporting senior that signed the original report.

#### B. Missing Personal Decorations.

1) If an award is missing in the Navy Department Awards Web Service (NDAWS) system <https://awards.navy.mil> and your OSR, please take the following steps:

- a) Make a copy of your missing award certificate (the one with the embossed, color picture of the award);
- b) Write your SSN at the top right-hand corner of the copy;
- c) If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), then you must also submit the citation that came with the certificate. The citation usually has 18-22 lines of text. Write your SSN at the top right-hand corner of a copy of the citation;
- d) Send the copies of your certificates/citations to the NDAWS Authority/Administrator in your chain-of-command; and
- e) After the NDAWS Authority/Administrator in your chain-of-command inputs your award into NDAWS, please follow the instructions in paragraph 2 below to have the award added to your OSR. **Please note that PERS will not add awards to your OSR unless the award is first included in NDAWS.**

2) If you run an NDAWS search for a personal award and find it in NDAWS but do not see the award in your OSR or OMPF, fax your missing award to PERS-312A at (901) 874-2001.

Ensure your SSN is at the top right-hand corner and write "IN NDAWS NOT IN OSR" at the top. Also include a phone number where you can be reached.

3) If the award shows on your OSR but a copy of your certificate/citation is missing from your OMPF, mail a legible, clean copy of the signed citation, with your SSN printed in the upper right hand corner to PERS-313: Navy Personnel Command (PERS-313), 5720 Integrity Dr., Millington, TN 38055-3120. No cover letter is required.

4) If an award is in your OSR, but it is not in NDAWS, follow the steps in paragraph 1 above.

C. Failure to get Credit for Subspecialties. Another category under the education section that is sometimes incomplete is subspecialty codes. You should confirm that any subspecialties you have earned, through education and/or experience, are properly identified and documented in your record. If you'd like more information about being awarded a subspecialty code, please

review MILPERSMAN 1214-010 and NAVPERS 15837. Requests for subspecialty codes should be addressed to PERS-45E via PERS-4414A.

D. Missing Basic/Intermediate/Advanced Leadership Course Codes. "NAVPERS 15839I Vol II, Part C - Service Schools" lists the courses approved for entry into your record on page C-10, but there is not a listing for the Intermediate Leadership or Advanced Leadership Courses. However, our records show individuals who have completed the course having a code of "00E" for the Intermediate Leadership and "00C" for the Advance Leadership course.

NSIPS can take these 3 digit codes and enter them into the record. For Intermediate Leadership and Advanced Leadership Course code (00E, 00C) entry please contact NSIPS. Their contact information is:

NSIPS:  
SPAWAR ITC NSIPS (CDM)  
NAS JRB FORT WORTH  
Bldg 1525 Rm 108  
1525 Chenault  
Fort Worth, TX 76127  
1-877-589-5991

Please note the following Service School codes which may also be entered in the record:

099 Supervisory Chaplain Course  
191 Pastoral Care Residency Program  
195 Naval Chaplains Staff and Leadership  
196 Senior Supervisory Chaplain's Course  
197 Chaplain Expeditionary Skills Training (CREST)

E. Missing/Incomplete Academic Transcripts. On your OSR, you should confirm that each academic degree you hold is listed in the EDUCATION block. If a degree is missing, send an **official transcript** to PERS-45E: Navy Personnel Command, PERS-45E, 5720 Integrity Dr., Millington, TN 38055-4500. If transcripts are not available from the university, contact PERS-45E for guidance at (901) 874-4946/4992. After your degree is entered on your OSR, the official transcript will be sent from PERS-45E to PERS-312 for inclusion in your OMPF

F. Missing Official Photograph. Photographs are required of all active duty and reserve officers, regardless of status, within three months of each promotion; photographs are now required in **COLOR** and are scanned and entered into the record in color. MILPERSMAN 1070-180 outlines the uniform requirements for the photograph (Khaki's are the preferred uniform), and includes a link to NAVPERS form 1070/884 (04-07); this form is the correct form on which to submit photographs. Attach the photograph to this form, sign and date the form, and mail to: **Navy Personnel Command, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120.** To verify a current COLOR photograph has been entered into the permanent record, log into OMPF via BOL <https://www.bol.navy.mil>.

CHC Detailing Team Contact Info (DSN prefix 882):

CAPT Dale White	901-874-4092	<a href="mailto:dale.white@navy.mil">dale.white@navy.mil</a> (O-6)
CDR Richard Bonnette	901-874-3995	<a href="mailto:richard.a.bonnette@navy.mil">richard.a.bonnette@navy.mil</a> (O-5 & Below)
RP1(SW/FMF) DeBaun	901-874-3996	<a href="mailto:edward.debaun@navy.mil">edward.debaun@navy.mil</a> (CHC Order Writer)

In other news, the dates and zones for the FY-14 Promotion Selection and ADMIN Boards are out and are as follows:

**CHAPLAIN CORPS MILESTONE SCREENING BOARD**

20 NOV 2013

**ACTIVE 0-6 STAFF BOARD**

04 FEB 2014

**ACTIVE 0-5 STAFF CONTINUATION BOARD**

04 FEB 2014

**ACTIVE 0-5 STAFF BOARD**

25 MAR 2014

**ACTIVE 0-4 STAFF CONTINUATION BOARD**

25 MAR 2014

**CHAPLAIN CORPS OFFICER CAREER STATUS BOARD**

25 MAR 2014

**ACTIVE 0-4 STAFF BOARD**

13 MAY 2014

**ACTIVE 0-3 STAFF CONTINUATION BOARD**

13 MAY 2014